

## Tips for Building Partnerships

- Be involved in the decision-making process for your son or daughter.
- Everyone's role on the team is equally important. Respect each other's opinions and unique position. Trust that each member has genuine concern for the student.
- Invite your student to team meetings.
- Maintain regular communication with teachers to be involved in your child's education and school activities.
- Work as a team to identify your child's needs and collaborate to explore options to ensure his or her success.
- Invite school staff to attend a workshop or conference with you to learn more about your child's disability or strategies for improving academic success.
- Share your child's success stories with staff - as well as concerns.
- Ask for clarification about the school and district special education structure. Know who to contact if you have questions or concerns.
- If you have questions or concerns, approach your child's teacher first. If necessary, include school administration or the special education director in the problem-solving process.
- If you still have questions or would like to receive special education resources, contact your PIN Specialist.



### Parent Information Network Specialists

[www.ade.az.gov/ess/pinspals](http://www.ade.az.gov/ess/pinspals)  
800-352-4558

#### Apache, Navajo - Jana Bays

Phone: 928-537-0250  
E-mail: [jbays@frontiernet.net](mailto:jbays@frontiernet.net)

#### Cochise, Graham, Greenlee – Interim, Parent

Information Network Specialist  
Phone: 602-542-3852  
Toll Free: 800-352-4558

#### Coconino, Mohave, Yavapai – Allison Meritt

Phone: 928-289-5834  
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#### Gila, Pinal – Tina Swearingen

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#### La Paz, Yuma – Teri Rademacher

Phone: 928-344-0141  
E-mail: [trademacher@adelphia.net](mailto:trademacher@adelphia.net)

#### East Maricopa (480 area code) – Barbra Ross

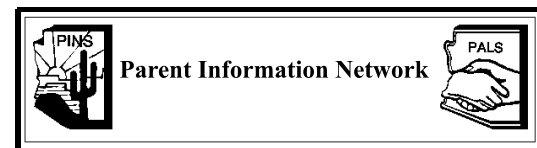
Phone: 480-607-3030  
E-mail: [barbaraross@qwest.net](mailto:barbaraross@qwest.net)

#### West Maricopa (623 / 602 area codes) –

Sharon Moeller  
Phone: 480-288-1245  
E-mail: [Sharonstime3@aol.com](mailto:Sharonstime3@aol.com)

#### Pima, Santa Cruz – Kristie Melkers

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***Be Prepared:  
Simple Steps to Get  
Ready for an IEP  
Meeting***

The next IEP meeting is:

Date:

Time:

Location:

IEP Meeting for: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ Location: \_\_\_\_\_  
Contact Person: \_\_\_\_\_

## Before the IEP Meeting

- Confirm the meeting date/time and that the list of participants is complete.
- Review the current IEP to be familiar with the contents and meeting format.
- List your child's strengths and needs; include goals you would like your child to achieve over the next year.
- Know what special education rights and responsibilities you and your child have.
- Contact parent groups for resources and training related to special education and your child's disability.
- Prepare questions you have for the team.

## NOTES

[illegible]

### During the IEP Meeting

- Find out how your child will participate in the regular classroom, non-academic activities with peers, and assessments.
- Determine appropriate modifications, accommodations and related services.
- Discuss transition planning appropriate to your child's grade level.
- Ask for interpretation of test results and clarification of new terms or programs.
- Get answers to your question(s) or ask that someone get back to you later.
- Expect to receive a copy of the IEP and new evaluations or reports.

## NOTES

[illegible]

## After the IEP Meeting

- Periodically review the IEP to compare it with class work and progress reports.
- Regularly talk to your child and teacher to monitor IEP progress and satisfaction.
- Encourage your child to do well in school and learn self-advocacy skills.
- Hold an IEP review meeting if concerns develop that cannot be easily resolved.
- Network with other families and parent groups to learn more about the special education process.
- Maintain a system of keeping track of important school reports and notices.

## NOTES

[illegible]